



**Travis Air Force Base  
Supplement 1**

**27 SEPTEMBER 1999**

**Information Management**

**CONTINGENCY AND EXERCISE TASKING  
PROCESS FOR AIR FORCE SPECIALTIES  
3A0X1 AND SPECIAL DUTY IDENTIFIER  
8M000**

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Pages: 4  
Distribution: F

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This supplements AMCI 37-105, *Contingency and Exercise Tasking Process for Air Force Specialties 37AX, 3A0X1, 3R0X1, and Special Duty Identifier (SDI) 8M000*, dated 15 November 1995. It establishes and prescribes 60 AMW policy for tasking information management and postal assets to support higher headquarters requirements. It applies to all 60 AMW units with military information managers and postal personnel assigned.

AMCI 37-105, 15 November 1995, is supplemented as follows:

1.1. 60 AMW/CC has overall responsibility for 60 AMW Air Force Specialty 3A0X1 and SDI 8M000 real world deployment taskings.

1.1.1. (Added) Squadron commanders are responsible for ensuring eligible 3A0X1 and 8M000 personnel assigned to their units are mobility qualified at all times with the assistance of their Unit Deployment Managers. Based on previous 3A0X1 taskings, all eligible 3A0X1 personnel must be provided Workgroup Management (WM) training to adequately fulfill requested taskings. Workgroup Management training will be provided by the 60 CS, and if contracted, must be funded by each respective squadron. **NOTE:** WM is a core task requirement for all 3A0X1 personnel.

1.1.2. (Added) 60 AMW/XP receives the tasking(s) from the Tanker Airlift Control Center (TACC) and contacts 60 CS/SCXX for functional support.

1.2. The Base 3A0X1 Functional Manager, 60 CS/SCXS, is responsible for equitable distribution of Air Mobility Taskings (AMT) to all 60 AMW 3A0X1 and 8M000 assets.

2.1. When a tasking is received, the Base 3A0X1 Functional Manager will solicit for volunteers, time permitting. If no volunteers are identified, the most eligible 3A0X1/8M000 individual(s) based on the Standing Non-volunteer List/List of Eligibles will be tasked. These taskings are higher headquarters

directed so it is imperative that individuals on both the 3A0X1/8M000 Standing Non-volunteer List/List of Eligibles be mobility qualified at all times. Failure to comply may result in disciplinary action.

2.1.1. (Added) The Standing Non-volunteer List/List of Eligibles will be prioritized by Date Arrived Station (DAS) or date returned from last 3A0X1/8M000 contingency or deployment.

It will also include an exercise list used to credit individuals deployed to Base X in support of local Commander Readiness Exercises (CRE). **NOTE:** Individuals will only receive credit for a CRE if ability to survive and operate scenarios are accomplished. The 3A0X1 and 8M000 Standing Non-volunteer List/List of Eligibles are separate. The 8M000 Standing Non-volunteer List/List of Eligibles will include individuals who carry the 8M000 SDI as a secondary, tertiary, etc., AFSC.

2.2. Upon notification of an AMT from 60 AMW/XP, a memorandum signed by 60 CS/CC with pertinent information will be sent out via E-mail to the appropriate squadron commanders identifying the primary and alternate tasked individuals.

2.2.1. (Added) 60 CS/SCXX will provide information on the tasked individual(s) to 60 AMW/XP to ensure proper tasking credit. Individual(s) tasked will complete an AF Form 209, Information Management Operations After-Action Report upon their return to duty and forward to 60 CS/SCXX for further processing.

3.1. 60 AMW/CC is the approval and disapproval authority for all shortfall requests. All shortfall requests must be submitted in writing ([Attachment 1](#)) within 24-48 hours after notification (dependent on required in-place date) to 60 CS/CC. Requests will be coordinated and approved through the appropriate group commander. 60 CS/CC will make the determination on whether the request requires 60 SPTG/CC coordination and/or 60 AMW/CC approval/disapproval. If approved, the alternate will be tasked to fulfill the requirement. If disapproved, the primary must fulfill the requirement.

3.2. Due to dwindling resources and increased 3A0X1/8M000 taskings, AMC's shortfall criteria will be strongly enforced. One-deep positions will not be used as sole reason for exemption.

## Attachment 1

## PERSONNEL SHORTFALL MEMORANDUM (SAMPLE)

DEPARTMENT OF THE AIR FORCE  
60TH SUPPORT GROUP (AMC)

DATE

MEMORANDUM FOR 60 GROUP/CC

FROM: 60 SQUADRON/CC

SUBJECT: Personnel Shortfall for Operation XXXXXXXXX

1. This organization is unable to support the following tasking from AMT \_\_\_\_\_, with an in-place date of \_\_\_\_\_:

<u>UTC</u>	<u>ULN</u>	<u>TASKED AFSC</u>	<u>GRADE</u>	<u>NAME</u>
6ZZ99	VDWS3	8M000	N/A	DOE, JOHN

2. Reason for shortfall:

3. Unit POC is:

**SAMPLE**

Squadron Commander's Signature

DATE

1ST Ind, 60 GROUP/CC

MEMORANDUM FOR 60 CS/CC

Approved/disapproved.

Group Commander's Signature

ARTHUR M. PACKARD, Colonel, USAF  
Director of Wing Staff